



HUMAN RESOURCES & RISK MANAGEMENT DEPT.
205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: PERMIT CLERK

JOB NUMBER: 15-30

DEPARTMENT: PUBLIC WORKS DIVISION: BUILDING INSPECTIONS AND PERMITTING

SALARY RANGE: Pay Grade: 109 (Non Exempt)

Hiring Range: \$14.38-\$15.87 hourly

SUMMARY DESCRIPTION:

This position is responsible for issuing permits for approved building and providing general clerical support for both the division and the department. Responsible for collecting, maintaining and assisting the public with all related documentation necessary for mechanical, plumbing, electrical, and grading permit applications in the Building Inspections division of the Public Works department.

ESSENTIAL JOB FUNCTIONS:

1. Processes permits for approved building, mechanical, plumbing, electrical, grading, and water and sewer permit applications.
2. Assures that the application forms are fully completed by the applicant.
3. Completes the necessary portions of the application forms.
4. Verifies that applicants are properly licensed.
5. Records permit application information in a computerized database.
6. Verifies that necessary departmental approvals are obtained before issuing permits.
7. Records permit information, and sends appropriate copies to the inspectors, Tax Department, and Cobb County.
8. Collects permit fees, balances collections on a daily basis, and submits all collected fees to the appropriate personnel.
9. Prepares and submits monthly Census Bureau form for all building permits issued.
10. Logs, maintains, and updates permit records on the computerized database.
11. Prepares monthly, quarterly, and annual permit activity reports for the division.
12. Processes water and sewer tap application and maintains a monthly log of issued tap applications.
13. Assists the administrative secretary and during the administrative secretary's absence, performs the duties of administrative secretary.
14. Communicates with engineers, architects, developers, builders, and citizens over the telephone and in person and directs them to the appropriate personnel.
15. Acts as secretary for Board of Construction Appeals. Maintains minutes, and types agendas and minutes.



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QUALIFICATIONS:

- High school graduate or GED and completion of six months vocational training in data entry or secretarial science plus three years experience in secretarial and various office related work or an equivalent combination of education and experience. An equivalent combination of education and experience may be considered.
- Considerable knowledge of English composition, general math, and modern office practices and procedures.
- Skill in providing excellent customer service.
- Experience and ability in the use of computer skills using such software applications as Word, Excel, and PowerPoint.
- Knowledge of business English, punctuation, spelling, and basic math.
- Knowledge of computers and modern office equipment.
- Ability to type 55 words per minute with skill and accuracy
- Ability to communicate effectively orally and in writing.
- Ability to interact with the public in an effective and courteous manner.
- Credit and criminal background check required.
- May be required to become a Notary Public at city expense.

REQUIREMENTS: DRUG SCREEN. CRIMINAL AND CREDIT BACKGROUND CHECK AT TIME OF HIRE. SUCCESSFUL COMPLETION OF A SIX-MONTH WORKING TEST PERIOD. *Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

CLOSING DATE: MAY 6, 2015



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